

## RINALIZ ITE MOLINA

147C Manghiniao Proper, Bauan, Batangas

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### OBJECTIVES

To seek for a competitive and challenging environment where I can utilize my skills and abilities in the Information Technology Industry as well as to serve the organization and to fully use my skills for the success of the organization.

### SKILLS

- Knowledge in Photoshop Editing and Flash Animation
- Knowledge in Web Development
- Basic knowledge in Programming and CISCO Networking
- Basic knowledge in Database Management
- Proficiency in Microsoft Office programs
- Good Analytical and Organizational Skills

### EDUCATIONAL ATTAINMENT

<b>Tertiary</b>	:	<b>Lyceum of the Philippines University – Batangas</b> Capitol Site, Batangas City Bachelor of Science in Information Technology 2011 up to 2015
<b>Secondary</b>	:	<b>Sta. Teresa College</b> Kap. Ponso St., Bauan, Batangas 2007 up to 2011
<b>Primary</b>	:	<b>Manghiniao Elementary School</b> Manghiniao Proper, Bauan, Batangas 2001 up to 2007

### ORGANIZATION AFFILIATION

- **Junior Philippine Computer Society (JPCS)**  
Member  
2011 to 2012 and 2013 to 2015

- **Philippine Society of Information Technology Students (PSITS)**  
Member  
2013 to 2014
- **LPU Net Riders Organization**  
Member  
2013 to 2015

## SEMINARS AND TRAININGS ATTENDED

- **Marvill Web Development**  
On the Job Training  
Unit 321 Tower A – The Palm Towers, St. Paul Rd, San Antonio Village, Makati City  
October 27, 2014 – February 12, 2015
- **IT Entrepreneurship and Security Seminar**  
Freedom Hall, SHL Building, Lyceum of the Philippines University, Capitol Site, Batangas City  
February 02, 2015
- **Research Forum**  
Freedom Hall, SHL Building, Lyceum of the Philippines University, Capitol Site, Batangas City  
February 02, 2015
- **Basics of 2D Cartoon Flash Animation**  
Multi-media room, SHL Building, Lyceum of the Philippines University, Capitol Site, Batangas City  
August 30, 2014
- **Business Innovation Through Graphic Design**  
Multi-media room, SHL Building, Lyceum of the Philippines University, Capitol Site, Batangas City  
August 09, 2014
- **E-Commerce Start-Up Entrepreneurship**  
Multi-media room, SHL Building, Lyceum of the Philippines University, Capitol Site, Batangas City  
August 02, 2014
- **Philippines: A Science Nation Meeting Global Challenges**  
SMX Convention Center, Pasay City, Philippines  
July 26, 2014

## PERSONAL INFORMATION

Age : 22  
Date of Birth : November 26, 1994  
Gender : Female  
Civil Status : Single  
Nationality : Filipino  
Height : 5'3"  
Weight : 58 kg.  
Religion : Roman Catholic

## WORKING EXPERIENCE

Company : Prime @ Technology Specialist, Inc.  
Address : Units 1114 & 1117 Cityland Shaw Tower Shaw Blvd., Cor. Saint Francis Street, Mandaluyong City  
**Position** : **Admin Assistant**  
Consultant : Brother International Philippines Corporation  
Address : 6F Marajo Tower #312 26<sup>th</sup> St. West cor. 4<sup>th</sup> Ave Bonifacio Global City Taguig  
Date : September 10, 2015 to January 24, 2016

### **Responsibilities :**

- Handle calls, receive guest mails and endorse to concerned associates.
- Encodes and submits monthly odometer reading report for each company vehicle.
- Orders foods for in-house trainings, meetings and events.
- Provides clerical assistance to Logistics and Finance Departments (i.e., sorting, encoding and filing)
- Performs other duties that may be assigned by immediate superior.

Company : Prime @ Technology Specialist, Inc.  
Address : Units 1114 & 1117 Cityland Shaw Tower Shaw Blvd., Cor. Saint Francis Street, Mandaluyong City  
**Position** : **Logistics/Purchasing Assistant**  
Consultant : Brother International Philippines Corporation  
Address : 6F Marajo Tower #312 26<sup>th</sup> St. West cor. 4<sup>th</sup> Ave Bonifacio Global City Taguig  
Date : January 25, 2016 up to April 21, 2017

## **Responsibilities :**

- Compare & ensure correctness of the rider's list of AAI vs. our Delivery Receipts (Reports discrepancy/ies if any).
- Sort Documents in set & prepare transmittal fir sales order for submission to AAI
- Prepare transmittal of set documents (sales invoice, delivery receipts, rider's list & customer's P.O.) for submission to Finance.
- Report incomplete documents or no documents yet to Logistics Specialist.
- Prepare set of documents for provincial dealers (scan & email to Logistics Specialist & send the original documents via courier.
- Check & monitor the sequential of invoice numbers & reports to Logistics Specialist / Logistics Manager for the variance.
- Print the delivery receipts and sales invoice.
- Perform other duties that may assigned by the Logistics Specialist & Logistics Manager.
- Assists purchasing manager with placing orders and inventory control.
- Works with vendors/suppliers to follow up on delivery dates and back orders.
- Maintains current and accurate files of vendor prices in spreadsheets.
- Researches products and vendors by phone and internet.
- Confers with vendors to obtain product information such as price, availability and delivery schedule.

## **CHARACTER REFERENCES**

### **Mary Anne E. De Leon**

Prime @ Technology Specialists, Inc.  
Business Development Officer  
0920-945-0368

### **Mary Joy Rozul**

Brother International Philippines Corporation  
HR Assistant  
0916-932-2735 / (02)581-9800 loc. 847

### **Pablito Aninipot**

Brother International Philippines Corporation  
Logistics Specialist  
0908-523-7963

*I hereby certify that the above information is true and correct according to my knowledge and belief.*

  
**RINALIZ I. MOLINA**  
Applicant